



IMMIGRANT VISA SECTION
U.S. Embassy, New Delhi, India
EMAIL: support-india@ustraveldocs.com
Website: <http://newdelhi.usembassy.gov/>

APPOINTMENT PACKAGE FOR IMMIGRANT VISA APPLICANTS
(IV/ PACKET-4)

You have received a letter scheduling your appointment to come to this office and formally apply for an immigrant visa.

IMPORTANT REQUIREMENT

Step 1: Follow the instructions below to complete the DS-260 form online at <https://ceac.state.gov/ceac>. **If you submitted your DS-260 to NVC already, go to step 2.** Please do this for any derivative applicants who will be applying for a visa. Each applicant, regardless of age, requires a separate visa.

Step 2: Print the DS-260 form confirmation page.

Step 3: Next, go to <http://www.ustraveldocs.com> and follow the instructions to log in and to schedule an appointment to have your photograph and fingerprints taken at any of the five Visa Application Centers (VAC) in India. Each applicant is required to appear at the VAC prior to the consular appointment date.

Step 4: At the same website, <http://www.ustraveldocs.com/>, you will be required to select the pick-up location where you would like to receive your visa.

If you cannot keep your scheduled visa appointment, please notify this office by email at support-india@ustraveldocs.com. **Please note that rescheduled appointments are granted on a space-available basis.**

For inquiries, call: From India: 0120-4844644 or 040-4625-8222;

From US: +1 703 520 2239

(8:00 am to 8:00 pm Monday through Friday and 9:00 am to 6:00 pm on Sunday)

E-mail: support-india@ustraveldocs.com

Please bring your original passports, appointment letter, original and photocopies of documents listed below to your visa interview. However, if you have already submitted the original documents to NVC, then please bring copies of these documents to the interview.

Required documents must be presented in the following order for each applicant. Please tick the boxes on the left side, to be sure that you have collected all the documents for the interview.

NOTE: If any of these documents were issued in a regional language, **a notarized English translation is required in addition to the original**

☐ **PASSPORT**: Each applicant's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. The passport should reflect the correct name and date of birth of the applicant. The visa is issued in the name given in the applicant's passport. A female applicant does not have to change her name to her married name. Those applicants whose passports are issued in their maiden names will have their visas issued in their maiden names. Applicants should bring all current and former/expired passports with them to the Embassy at the time of their interview.

☐ **PHOTOS**: You are requested to bring two photographs and make sure that the photograph complies with specifications listed at http://travel.state.gov/visa/immigrants/info/info_3742.html.

☐ **IMMIGRANT VISA ELECTRONIC APPLICATION FORM (DS-260)**: You must complete the Form DS-260 available at <https://ceac.state.gov/ceac>, and print the Confirmation Page that contains the barcode information to bring to your scheduled appointment.

Frequently Asked Questions (FAQs) - Answers to commonly asked questions can be found at [DS-260 FAQs at https://travel.state.gov/visa/immigrants/info/info_5248.html](https://travel.state.gov/visa/immigrants/info/info_5248.html).

☐ **BIRTH CERTIFICATE (original and photocopy)**: Each applicant must submit an original and a clear photocopy of his/her birth certificate. The certificate should include the applicant's name, date and place of birth, the names of both parents, and the seal of the issuing office, i.e. the municipal authorities. If your name is not mentioned in the birth certificate and if any details are missing in the birth certificate or if there is a discrepancy regarding your date of birth or name, submit the certificate along with secondary evidence.

Secondary evidence can be a baptismal certificate, an adoption decree, a school record and a notarized affidavit from a close relative, a neighbor or friend who was present at the time of your birth on the appropriate stamp paper. The person making this affidavit must state how he/she knows your family and how he/she knows the facts of your birth. **Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.**

If your birth was not recorded, please submit a “**no record of birth registration**” letter from the relevant municipality along with secondary evidence and if your birth record has been destroyed or the municipality authorities will not issue one, submit a letter from the municipality stating so along with secondary evidence. (See preceding paragraph for definition of “secondary evidence.”)

☐ **MARRIAGE CERTIFICATE (original and photocopy)**: Any applicant who has ever been married must provide a marriage certificate(s) for all marriages. Persons who married before 1955 must attempt to register their marriage. Failing this, they must submit affidavits on appropriate stamp paper indicating the names of the bride & groom and the date & place of the marriage ceremony. Persons married in 1955 and later must submit a marriage registration certificate. Certificates issued by the appropriate authorities are acceptable if they are legally valid in India. **If any of these documents were issued in a local language, a notarized English translation is required in addition to the original.**

☐ **TERMINATION OF PREVIOUS MARRIAGE (original and photocopy)**: All applicants who have divorced or whose spouses have died must provide proof of the legal termination of all previous marriages (death certificate of spouse/ divorce decree). Divorce between Hindus and Christians must be documented by a court order. A certificate from the Kazi or the head of the Jamat must document

divorce between Muslims. **If any of these documents were issued in a local language, a notarized English translation is required in addition to the original.**

☐ **PROOF OF RELATIONSHIP:** We strongly suggest that all applicants bring extensive documentary evidence of the relationship between the petitioner and the primary beneficiary and between the primary beneficiary and any derivative beneficiaries. **Failure to do so could delay your application while your application is scrutinized.** Some examples of such evidence are family and other photographs (old and recent) showing the parties' together, letters, cards, correspondence, and telephone records.

☐ **POLICE REPORT:** Each applicant aged 16 years and older must submit a police certificate that includes information regarding the applicant including all arrests, the reason for the arrest(s) and the disposition of each case(s). All Indian IV applicants aged 16 and above, residing in India, should obtain police certificates from the Regional Passport Office. **These certificates are valid for one year from the date of issuance. If the police certificate already submitted at NVC has expired, please bring a new police certificate to the visa interview.**

Foreign police certificates: Applicants who have resided in any other country for one year or more after the age of 16 may also be required to submit police certificates for these countries. Applicants may check the visa reciprocity table on the website: <http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html> regarding obtaining such certificates. **U.S. police certificates are not required for applicants who have lived in the U.S.A.** Non-Indian immigrant visa applicants residing in India should obtain police certificates from the district police station serving their area of residence.

Deportation: Any applicant who has been deported from the United States must submit all documents relating to the matter.

Prison Record: Applicants who have been convicted of a crime must submit court records, prison records, records regarding the disposition of the case and any additional information regarding the crime, regardless of the fact that he/she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Military Records: Applicants who have served in the military must submit certified copies of any military records. The record should contain a complete record of the applicant's service and conduct while in service. It must show any conviction of crime before a military tribunal. A discharge certificate is required upon discharge, retirement, or resignation from military service.

☐ **MEDICAL REPORT:** Medical examination report from one of the Embassy's panel physicians for each applicant. Please click on http://travel.state.gov/visa/immigrants/info/info_3739.html for complete information about the medical examination. For the list of approved panel physicians you may refer to http://newdelhi.usembassy.gov/medical_report.html.

☐ **FEES:** Visa fees are not refundable. If the visa fee is not paid at NVC, they must be paid through a rupee bank draft drawn on a nationalized or foreign bank. The bank drafts must be issued in the name of "The American Embassy, New Delhi", and should be payable in Delhi. Traveler's check or cash in US

\$ is acceptable. As the rate of exchange can change, we recommend that applicants check the current consular rate of exchange at our website <http://www.ustraveldocs.com/in> ahead of their interview to obtain the current consular rate of exchange.

☐ **AFFIDAVIT OF SUPPORT:** Applicants should check with their sponsor to see if form I-864 has already been submitted to the National Visa Center (NVC). If so, it is not necessary to submit another I-864. However, if the I-864 was not submitted by the petitioner at NVC, please bring it with you to the visa interview.

A) Immediate relative and family preference category

Each immigrant visa applicant needs to satisfy the consular officer that he/she will not become a public charge. In all immediate relative, family preference, and employment-based applications (in which a close family member owns 5% or more of the petitioning business), the petitioner must submit a completed Affidavit of Support (Form I-864), no matter what his/her financial circumstances are, to show that the sponsored applicant(s) will not become a public charge.

i) If form I-864 was not submitted to NVC the applicant must submit the following from the petitioner (sponsor):

- a) Form I-864.**
- b) Evidence that the household member is a U.S. Citizen /U.S. permanent resident if a form I-864A is submitted.**
- c) Federal tax return (form 1040) with all W2s and supporting schedules for the **most recent taxable year**.**
- d) If the petitioner did not file a tax return, then the petitioner must provide a written explanation of why he/she had no legal duty to file the return.**
- e) If the petitioner filed a late or amended tax return, he/she should submit evidence of it.**
- f) If the petitioner does not have copies of his/her tax returns, an Internal Revenue Service (IRS) summary should be submitted.**

ii) If the petitioner's income or assets do not exceed 125% of the federal poverty guidelines, then an I-864 of an additional sponsor willing to assume financial responsibility for the sponsored immigrant(s) must be submitted. This additional form I-864 must include all the supporting documentation indicated in section (i) above, as well as evidence that the Joint Sponsor is an American citizen or Legal Permanent Resident.

iii) If the additional sponsor lives in the same household as the petitioner, he/she is considered a household member, and cannot fill out a separate I-864. The household member must execute an I-864A, as described below.

iv) If a sponsor wishes to qualify using the income or assets of a spouse or resident of his/her home, in addition to the above documents he/she should also submit form I-864A for each additional contributor. The additional contributor should sign the form I-864A as the household member. Each household member should submit a form I-864A along with all the required

documents outlined in paragraph (ii). **Please note sponsor must include household member income in part 4 of form I-864.**

v) Applicants are responsible for providing sufficient copies of the form I-864.

(a) Beneficiaries of immediate relative (IR) petitions must provide one original signed I-864 and one complete set of original supporting documents.

(b) Beneficiaries of family-preference (F) petitions must provide one original signed and form I-864/I-864A with one complete set of original supporting documents for the principal applicant and one copy of I-864/I-864A for each family member.

(c) If a dependent(s) will follow the principal alien to the United States at a later date each such dependent must submit an original signed I-864/ I-864A and a complete set of original supporting documents.

vi) FORM I-864W is necessary for following applicants:

- Orphan classified as IR3/IH-3
- Adopted child classified IR-2; and
- Child classified IR-2 who is born out of wedlock to a parent now a U.S. citizen.

In each case the child must be admitted to the U.S. while still under the age of 18 and be in the physical custody of the adoptive/natural U.S. parent at the time of admission. If an applicant falls under one of these classifications he/she does not have to provide an I-864.

B) Employment preference category

In employment preference visa categories an offer of employment from the petitioner is required. If a relative has filed the visa petition as described in paragraph A) above, a form I-864 and all accompanying documents are required. For follow-to-join applicants in the employment preference visa categories, the principal applicant must submit an affidavit of support (Form I-134), a job letter or pay stubs, and forms 1040 and W2 for the latest taxable year.

C) Returning resident (SB-1) and diversity visa (DV) applicants:

A sponsor who is a U.S. citizen or LPR must provide an affidavit of support (Form I-134), a job letter or pay stubs, forms 1040 and W2 for the most recent taxable year and proof of U.S. citizenship or permanent resident status.

☐ **FOLLOWING TO JOIN APPLICANT**

When a family member of the principal applicant (the person for whom a petition has been filed by a relative in the United States) intends to stay in India longer than the principal applicant and immigrate to the United States at a later date, some additional documents are required. Each of the items listed below is needed for each child less than 21 years who will be following to join the principal applicant later:

1. Original and photocopy of birth certificate.
2. A passport size photograph.
3. Passport or some photo identification such as driving license.

NO ASSURANCE THAT VISA WILL BE ISSUED: No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after your visa application and all documents are reviewed, and you have been personally interviewed. **Do not make any travel arrangements, dispose of your property or give up your job until the visa has been issued.** If your visa application is refused, you will be given a refusal sheet that will indicate the basis for your refusal. If applicable, it will tell you what actions you could take to overcome the refusal. The visas are affixed inside each passport and the applicant is given a sealed envelope **which should be hand carried, UNOPENED**, to the United States and submitted to the immigration inspector at the U.S. port-of-entry.

VISA VALIDITY: Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

VALIDITY OF A VISA APPLICATION: By law, intending immigrants must pursue their visa applications within one (1) year from the date they are notified to start the application process. The appointment letter serves as the official notice. The immigrant visa registration and the visa petition filed will be cancelled if applicants who fail to apply within one (1) year. Documentation requested by a consular officer should be submitted within one (1) year of the visa interview date or the application will be terminated.

AGE 21 NOTICE: If you or any other family members planning to immigrate are turning 21 years of age within the next three months, this may change your or family member's visa status. Under U.S. immigration law you may be considered an adult rather than a child. Please consult with the Immigrant Visa Unit by emailing support-india@ustraveldocs.com if this will be an issue in your family's immigrant visa applications.

INFORMATION RESOURCES:

For additional visa information visit the Embassy homepage: <http://newdelhi.usembassy.gov>

Forms and other information are available at http://travel.state.gov/visa/forms/forms_1342.html and <http://travel.state.gov>

SECURITY REGULATIONS: Please review the security instructions at <http://www.ustraveldocs.com/in> before coming to the Embassy.